

# Unit Internet Re-Charter Checklist

## *The 22 Most Frequently Made Errors*

1. Did the Unit Leader<sup>\*1</sup> sign the front page of the Internet Re-Charter printout?
2. Does the Unit Leader's signature match the name identified as the Unit Leader on the printout?
3. Did the Executive Officer/Institutional Head<sup>\*2</sup> sign the front page of the Internet Re-Charter printout?
4. Does the Executive Officer/Institutional Head signature match the name listed on the printout?
5. Is there a youth application for each new<sup>\*3</sup> youth identified on page 1 of the Internet Re-Charter printout?
6. If so, does the youth application include the youth's name; phone number, date of birth, Unit Leader's<sup>\*1</sup> signature, parent(s) name(s) and contact information including their signature(s)?
7. If a youth is registering in more than one unit (ie in a Troop and a Crew) indicate the primary unit and only include the fee in that unit.
8. If a youth application is incomplete or you are having difficulty collecting their fee and it will impact submitting your re-charter on time, consider submitting their application after separately.
9. Is there an Adult application for each new<sup>\*3</sup> adults identified on page 1 of the Internet Re-Charter printout?
10. If so, does the Adult application include the Adult's name; phone number(s); e-mail address, date of birth, SS#, all of question #6 answered; Committee Chairman signature, Chartered Organization Representative (or Executive Officer) signature?
11. Do all new Adult applications have the original (no copies) disclosure/authorization form completed including the new Adult's signature?
12. If an Adult is registering in more than one unit (ie in a Troop and a Crew) indicate the primary unit and only include the fee in that unit.
13. If an adult application is incomplete or you are having difficulty collecting their fee and it will impact submitting your re-charter on time, consider submitting the application separately.
14. If you are submitting a new adult application for the Chartered Organization Representative, is it signed by the Executive Officer/Institutional Head?
15. Does your Chartered Organization also sponsor another unit(s)<sup>\*4</sup>?
16. If your unit shares a Chartered Organization with another unit (ie a Pack and Troop sponsored by the same Chartered Organization) are the names and signatures of the Chartered Organization Representative and the Executive Officer /Institutional Head the same on all re-charter applications.
17. Are there at least 5 paid youth<sup>\*5</sup> identified on the re-charter?
18. Is the unit submitting the correct "fees" including fees for Boy's Life?
19. There are no "transfers" during re-chartering! Everyone pays the full fees applicable!
20. Does your re-charter application include an annual charter agreement<sup>\*6</sup>?
21. The annual charter agreement may have already been signed at an earlier date during a visit by the District Executive. Units are strongly encouraged to visit the Executive Officer and obtain a second signed annual charter agreement to strengthen the partnership between the unit and the Chartered Organization and possibly preventing a problem should the Executive Officer have changed since the District Executive visit.
22. For LDS units only- Please include a Ward Adult Organization Worksheet with your re-charter.



<sup>\*1</sup> Only the Cubmaster, Scoutmaster, Varsity Coach or Venturing Advisor can sign as the Unit Leader for their appropriate program (ie a Cubmaster cannot sign for a Scoutmaster, etc)

<sup>\*2</sup> The Executive Officer/Institutional Head is the person at the highest level of the Chartering Organization, and is not the Chartered Organization Representative.

<sup>\*3</sup> Only "new" youth/adults need applications, youth/adults that are listed on the re-charter printout do not need an application submitted with your re-charter paperwork.

<sup>\*4</sup> If you don't know please contact the Scout Office, your District Executive or your Unit Commissioner.

<sup>\*5</sup> If the unit is an LDS unit a minimum of 2 youth are required for re-chartering.

<sup>\*6</sup> The annual charter agreement is available on-line on the Council website.